

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

### CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 6<sup>th</sup> February 2025

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**Agenda Item 9**

*Correspondence*

All correspondence by email

**Aston, Cote, Shifford and Chimney Parish Council****FINANCE REPORT**

- a. *Account balances – see appendix 1 (For Information)*
- b. *Review of the YTD Financial Position -The YTD (10 months to January 2025) and Full Year Forecast are showing that the Parish Council is currently spending less than budgeted and that is likely to continue to the year end. Income (YTD & Full Year Forecast) is in line with original budget.*
- c. *To RESOLVE to approve the following payments for the period November 24.*
- d. *To Resolve to approve the Bank Reconciliation as at 31<sup>st</sup> December 2024*

	NET	VAT	Gross Amount
Aston & Cote Community Trust – Room Hire	197.25		197.25
Oxfordshire Mind – Donation agreed Jan 9 2025	100.00		100.00
CPRE – Annual Membership	36.00		36.00
Community Heartbeat – Annual support for defib.	165.00	33.00	198.00
British Heart Foundation – Replacement defib for garage	990.00	198.00	1188.00
OTT Hydromet Inv 147216	2327.80	465.56	2793.36
<b>Total to be decided and approved</b>	<b>£3,816.05</b>	<b>£696.56</b>	<b>£4,512.61</b>
<b>Total of already approved/paid</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Monthly Standing Orders/DDs</b>			
Clerk's CC – Microsoft £65.88, Bank Charge £3	57.90	10.98	68.88
Clerk's Salary including WFH Allowance	225.38		225.38
RFO Salary including WFH Allowance	201.20		201.20
HMRC PAYE	93.40		93.40
<b>Total SDOs</b>	<b>£577.88</b>	<b>£10.98</b>	<b>£588.86</b>
<b>Total</b>	<b>£4,393.93</b>	<b>£707.54</b>	<b>£5,101.47</b>

Clerk's Briefing Notes – 6<sup>th</sup> February 2025  
**Aston, Cote, Shifford and Chimney Parish Council**

Appendix 1 – Account Balances

**Cash Balances**

	£
<i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance B/F at 31 December 2024	<b>39,279.65</b>
Payments January 2025	(2,740.62)
Income January 2025	0.00
<b>Balance at 31 December 2024</b>	<b><u>£36,539.03</u></b>
<i>CCLA INVESTMENT ACCOUNT</i>	
Balance B/F at 30 September 2024	<b>53,500.79</b>
Income October 2024	219.59
November 2024	225.38
December 2024	212.94
<b>Balance at 31 December 2024</b>	<b><u>£54,158.70</u></b>
<b>TOTAL CASH HOLDING AT 31 January 2025</b>	<b><u>£90,967.73</u></b>

Clerk's Briefing Notes – 6<sup>th</sup> February 2025  
**Aston, Cote, Shifford and Chimney Parish Council**

YTD (December 2024) & Full Year Forecast Expenditure against budget:

2024-25		A\$AT					
BUDGET	EXPENDITURE	31/01/2025 Month 10	Performance Against Budget	% YTD	Full Year Forecast	% Full Year	Commentary
£	<b>Staff Costs</b>						
£ 4,015.19	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/UPAG guidance.	£ 3,966.71	£ 48.48	99%	£ 6,082.82	15.1%	All 24/25 pay changes now actioned
£ 1,377.33	HMRC	£ 1,224.14	£ 153.19	89%	£ 1,765.16	12.8%	Arrears payment for Nil 23/24 included
£ 624.00	Clerk & RFO WFH allowance. Currently £18pm = £216pa. Max allowed £26pm. For discussion/resolution if PC wish to update.	£ 504.00	£ 120.00	81%	£ 624.00	100%	Full year includes backdated increase to £26 PM
£ 500.00	Clerk sickness/Overtime contingency	£ 779.70	£ 279.70	156%	£ 1,000.00	200%	Overtime to be paid to Clerk & RFO in October
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ 150.00	£ 1,350.00	10%	£ 390.00	26%	
	<b>Office and General Expenses</b>						
£ 430.00	APM and meeting Hall Hire (Includes £7.50ph for Ordish room & £16ph for main hall).	£ 157.50	£ 272.50	37%	£ 430.00	100%	Awaiting invoices from Community Trust
£ 250.00	Website Costs including domain registration and renewal	£ 247.75	£ 2.25	99%	£ 300.00	120%	
£ 210.00	External Audit	£ 315.00	£ 105.00	150%	£ 315.00	150%	Higher cost due to income for planning appeal
£ 456.39	Insurance	£ 484.67	£ 28.28	106%	£ 484.67	106%	
£ 72.00	Bank Charges	£ 86.40	£ 14.40	120%	£ 105.00	146%	Now includes monthly fee for CC
£ 1,101.80	Office running costs (Microsoft & Norton Licences)	£ 773.23	£ 328.37	70%	£ 1,100.00	100%	
£ 150.00	Office Equipment (transfer to reserve if unspent at year end)	£ -	£ 150.00	0%	£ 150.00	100%	
£ 1,000.00	Professional Fees	£ 858.76	£ 141.24	86%	£ 1,000.00	100%	Flooding report & advice on local plan.
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%	£ 35.00	100%	
£ 642.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 192.00	£ 450.00	30%	£ 642.00	100%	
£ 80.00	Election Expenses (estimated until WDC issue tax base)	£ -	£ 80.00	0%	£ -	0%	No election likely until after April 2025
	<b>General and Ground Maintenance</b>						
£ 6,000.00	Grass Cutting - verges & weed killing	£ 4,121.01	£ 1,878.99	69%	£ 4,121.00	69%	Full year depends on weather for next 6 months
£ 2,500.00	Grass Cutting - playing field and WM	£ 1,125.00	£ 1,375.00	45%	£ 1,775.00	71%	Full year depends on weather for next 6 months
£ 2,189.26	Dog & Litter Bin Emptying	£ 1,230.39	£ 958.87	56%	£ 1,230.39	56%	Bills received cover period to March 2025
£ 600.00	Clock Maintenance	£ 372.00	£ 228.00	62%	£ 600.00	100%	
£ 600.00	Bus Shelter Cleaning	£ -	£ 600.00	0%	£ 600.00	100%	
£ 500.00	Defibrillator pads/batteries	£ -	£ 500.00	0%	£ 500.00	100%	
£ 1,500.00	Village maintenance	£ 1,283.33	£ 216.67	86%	£ 1,500.00	100%	
	<b>GRANTS</b>						
£ 1,115.00	Small Grants	£ 810.00	£ 305.00	73%	£ 1,115.00	100%	
£ 5,785.00	General Grants	£ 2,825.00	£ 2,960.00	49%	£ 4,000.00	69%	
<b>£ 33,232.77</b>	<b>TOTAL</b>	<b>£21,506.59</b>	<b>£ 11,726.18</b>	<b>65%</b>	<b>£ 29,865.05</b>	<b>90%</b>	<b>Increase in reserves of £5,706.98</b>
	<b>INCOME</b>						
£ 30,166.00	Precept	£30,935.00	£ 769.00	103%	£ 30,935.00	103%	Full year precept received
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	£ 0.60	100%	£ 1,051.57	100%	
£ 1,800.00	Interest on CCLA Investment account	£ 2,033.58	£ 233.58	113%	£ 2,500.00	139%	Investment income remains strong
£ -	OCC Grant for Flood Prevention	£ -	£ -		£ -		To be offset against dataloggers cost
£ -	Net VAT	£ 119.18	£ -		£ -		
<b>£ 33,018.17</b>	<b>TOTAL</b>	<b>£33,900.97</b>	<b>£ 882.80</b>	<b>103%</b>	<b>£ 34,486.57</b>	<b>104%</b>	<b>Increase in reserves £1,468.40</b>
	<b>RESERVED FUNDS</b>				<b>Movement</b>	<b>Full Yr Forecast</b>	
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ 2,264.91	£ 2,735.09	45%	£ 2,264.91	£ 2,735.09	Dataloggers
£ 9,215.74	Working Day to Day Balance	£ 585.00	£ 8,630.74	6%	£ 585.00	£ 8,630.74	Bench
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%	£ -	£ 9,679.00	
£ 3,500.00	Aston History Boards (£1,000 per board)	£ 300.00	£ 3,200.00	9%	£ 300.00	£ 3,200.00	Design & Artwork
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%	£ -	£ 3,800.00	
£ 752.52	Office Equipment	£ -	£ 752.52	0%	£ -	£ 752.52	
£ 3,145.00	Defibrillator Maintenance	£ 165.00	£ 2,980.00	5%	£ 165.00	£ 2,980.00	
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%	£ -	£33,476.00	
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%	£ -	£ 2,000.00	
£ 10,000.00	Community Trust (50% match funding pot)	£ 3,950.00	£ 6,050.00	40%	£ 7,950.00	£ 2,050.00	Fascias/guttering & Electrical works
£ 5,000.00	Coronation (St James Church Tower Gate)	£ -	£ 5,000.00	0%	£ -	£ 5,000.00	
<b>£ 85,568.26</b>	<b>TOTAL</b>	<b>£ 7,264.91</b>	<b>£ 78,303.35</b>	<b>8%</b>	<b>£ 11,264.91</b>	<b>£74,303.35</b>	

**Aston, Cote, Shifford and Chimney Parish Council**

Bank Reconciliation to  
31.12.2024

<b>ASTON, COTE, SHIFFORD &amp; CHIMNEY PARISH COUNCIL</b>			
<b>BANK RECONCILIATIONS AT 31/12/2024</b>			
	£	£	£
	Receipts	Payments	
<b><u>Unity Trust Current Account</u></b>			
<b>Balance per Cash Book:</b>			
Balance b/f at 01/04/2024			<b>33,443.14</b>
Total receipts to 31/12/2024	34,825.88		
Total expenditure to 31/12/2024		28,989.37	
	<u>34,825.88</u>	<u>28,989.37</u>	5,836.51
<b>Closing balance per Cash Book</b>			<b><u>39,279.65</u></b>
<b>RECONCILIATION</b>			
Balance per Bank Statement 31/12/2024			39,279.65
Reconciling Items	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	0.00
Balance per Cash Book			<b><u>39,279.65</u></b>

<b><u>CCLA</u></b>			
<b>Balance per Cash Book:</b>			
Balance b/f at 01/04/2024			<b>52,125.12</b>
Total receipts to 31/12/2024	2,033.58		
Total expenditure to 31/12/2024		0.00	
	<u>2,033.58</u>	<u>0.00</u>	2,033.58
<b>Closing balance per Cash Book</b>			<b><u>54,158.70</u></b>
<b>RECONCILIATION</b>			
Balance per Bank Statement 31/12/2024			54,158.70
Reconciling Items	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	0.00
Balance per Cash Book			<b><u>54,158.70</u></b>

**TOTAL CASH BALANCES** **93,438.35**

Prepared by: D Shenton Date: 16/01/2025

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_